

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date AUGUST 23, 1971	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DPS-03-71		Date Received OCT 6 1971	Application No. 21 Date Completed OCT 8 1971
3. AGENCY, Division, Subdivision & Administering Office Address DEPARTMENT OF PUBLIC SAFETY GEORGIA STATE PATROL P.O. Box 1456 ATLANTA, GEORGIA 30301		4. Person to Contact LT. COL. L.G. BELL	
		5. Working Title REC. MGMT. OFFICER	6. Tel. No. 627-3531

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1937 - PRESENT	9. EXACT SERIES TITLE Post ARD 13 FILES	TRAFFIC ACCIDENT INVESTIGATION FILES
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10. What function performed resulted in creation of this series
THE GEORGIA STATE PATROL IS RESPONSIBLE FOR INVESTIGATING TRAFFIC ACCIDENTS WHICH OCCUR ON THE ROADS AND HIGHWAYS IN RURAL GEORGIA. THEY ALSO MUST PREPARE A REPORT CONCERNING THIS INVESTIGATION.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any
A CARBON COPY OF THE ARD-13, INVESTIGATOR'S ACCIDENT REPORT, THE ORIGINAL OF WHICH IS FILED IN THE ACCIDENT REPORTING DIVISION IN HEADQUARTERS IN ATLANTA. These are filed in the office of the Georgia State Patrol Station responsible for conducting the investigation.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	135*	200*		15*	22*
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				1*	45*
			By Annual Accumulation	This Year's	Last Year's
					Preceding All Prior Years
			AVERAGE DAILY REFERENCES	2	1
					0
					0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series document policies and procedures of agency's operation or function? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Is the series affected by Federal or grant funds? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
 (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area month(s)/ 1 year(s), then:

1 ☒ Destroy.

2 ☐ Transfer to records center; hold year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

STATIONS OFTEN GET REQUESTS TO ALLOW INSURANCE INVESTIGATORS AND/OR ATTORNEYS TO MAKE COPIES OF THESE REPORTS. HAVING THEM AVAILABLE LOCALLY SAVES TIME AND MONEY FOR THESE PEOPLE.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by	Recommendations prepared by	Approved for Division	Date	Records Management Officer	Date
<i>Lt. H. W. Murray</i>	<i>Lt. H. W. Murray</i>	<i>Lewis G. Bell</i>		<i>Lewis G. Bell</i>	
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Lewis G. Bell</i>			
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>			10-6-71
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Sen. W. T. Tamm Jr.</i>			10-7-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Timothy Carter</i>			10-7-71